

## REQUEST FOR REVIEW OF RATING

**SUBMIT TO: HEADQUARTERS HUMAN RESOURCES SECTION  
ROOM 300R**

I am requesting a review of my PPR rating. The reason I am requesting the review is (check one):

- ☐ I did not receive a PPR rating or a copy of the PPR rating form on or before the rating period ending on June 30, 20\_\_\_\_ (or the re-rating period ending December 30, 20\_\_\_\_) and I am therefore officially "UNRATED". I am requesting that a rating be issued and made official by the Reviewer. (I have attached a copy of the front page of PPR form, if one was provided to me) NOTE: no further documentation required.
- ☐ I received an official PPR rating (or re-rating), but disagree with it. I have attached the following:
1. an outline, factor by factor, of what I disagree with, the numerical rating I feel I should have earned, and why; and
  2. all documentation that supports my request.

*I understand that failure to provide adequate documentation will result in the denial of my request. I also understand that if the factor ratings I believe I should have received do not change the overall official rating category (for example, from a "Meets Requirements" overall rating to "Exceeds Requirements" overall rating, there will be no review of my request. Finally, I understand that this written request must be postmarked or received in the Headquarters HR Section by July 15 (for a review of a June 30 rating) or by January 14 (for a review of a re-rating).*

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Employee Signature

Date

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Print Name, job title, district/section #, telephone # where you can be reached during the work day